Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10489
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 9
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 3

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10489

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 06/01/77
PAGES : 11

SUBJECTS :
HSCA, ADMINISTRATION
MORTON, CECELIA

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

MORTON, C. T.
Name of Employee

Address

Address

Phone Number

Position Title

Position Number | Level | Step

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
PERSONAL LEAVE RECORD

1977
YEAR

DATE OF APPOINTMENT
6-1-77

PRIOR FEDERAL SERVICE
.... Years .... Months

ANNUAL LEAVE CATEGORY
1.0 ☐
1.5 ☐
2.0 ☐

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

Annual Leave	Sick Leave
—	—

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Accrued This Month Annual Leave	Accrued This Month Sick Leave	Available This Month Annual Leave	Available This Month Sick Leave	Used This Month Annual Leave	Used This Month Sick Leave	Balance at Close of Month Annual Leave	Balance at Close of Month Sick Leave	Employee Initials
Jan.																																								
Feb.																																								
Mar.																																								
Apr.																																								
May																																					0	0	
June																															1	1					1	1	
July																															1	1					2	2	
Aug.				X	X																												2	2	2		0	2	
Sept.																																								
Oct.																																								
Nov.																																								
Dec.																																								

Terminated 8/5/77

- ⧄ = 0.5 day annual leave
- ☒ = 1.0 day annual leave
- S⧄ = 0.5 day sick leave
- S or S/S = 1.0 day sick leave
- A⧄ = 0.5 day administrative leave
- A or A/A = 1.0 day administrative leave
- U⧄ = 0.5 day unauthorized absence
- U or U/U = 1.0 day unauthorized absence
- (half shaded) = 0.5 day leave without pay
- (fully shaded) = 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature (If employee refuses to sign, state reason below.) | Date | Chief's Signature | Date

Approved: Clerk of the House | Date

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

166.67
555.56 722.28

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Cecelia T. Morton	9/5/77
Employee Social Security Number	**Type of Action**
578 66 0125	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date August 1, 1977

(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Cecelia T. Morton	8/1/77
Employee Social Security Number	**Type of Action**
578-66-0125	☐ Appointment ☑ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	12,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☑ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date August 2, 1977 ________________________
(Signature of Authorizing Official)

LOUIS STOKES
(Type or print name of Authorizing Official)

CHAIRMAN
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Cecelia T. Morton	6/1/77
Employee Social Security Number	**Type of Action**
578 66 0125	[X] Appointment
Employing Office or Committee	[ ] Salary Adjustment
Assassinations	[ ] Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	$11,000

(If Committee Employee, complete appropriate item below.)

1. [ ] Standing Committee: Staff—[ ] Clerical or [ ] Professional.
2. [X] Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. [ ] Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date June 1, 19 77

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

FO 6/2

Copy for Initiating Office or Committee

CECELIA MORTON

REFERRED BY REP. JOHN BURTON -
CURRENTLY MAKING $10,400 -
WOULD COME AT SLIGHT
INCREASE - $10,500 - $11,000

I RECOMMEND HIRING HER
AS TYPIST.

[redacted] [illegible]

MEMORANDUM

TO: Tom Howarth and Becky Martin

FROM: Steve Fallis

DATE: May 13, 1977

RE: Secretaries

1. Eileen Copeland has been hired as a secretary and will begin work on Monday, May 16, 1977. Her salary will be $11,000 per year and she will be temporarily assigned to the Legal Unit.

209 46 4088

2. Nancy Schultz has been hired as a secretary, to begin work on Monday, May 23, 1977, at a salary of $12,000 per year. She is to be assigned to the Administrative Unit.

3. Cecilia Morton has been hired as a secretary and will begin work on June 1, 1977. Her salary will be $11,000 per year. She will be assigned to the Kennedy Unit.

The resumes for Ms. Copeland, Ms. Morton and Ms. Schultz accompany the copy of this memorandum to Becky Martin.

jg

M E M O R A N D U M

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

☒ I am not related to any current (95th Congress) Member of Congress.

☐ I am related to a current (95th Congress) Member of Congress. (Please specify.) ______________________

____

Celia Morton
Signature of Employee

6-2-77
Date

(202) 225-4624

Select Committee on Assassinations
U.S. House of Representatives
3342 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

MEMORANDUM

TO: Congressman Louis Stokes

FROM: Cecelia T. Morton

SUBJECT: Resignation

DATE: July 27, 1977

Please accept this as my resignation as of today's date to terminate August 5, 1977.

I am sorry for the short visit but I have been offered security and a more substantial job and better opportunities and wish to express my regret, for I have accepted this position.

I shall not forget the experience of working for the Committee and wish everyone the best of luck in trying to solve these cases.

Sincerely,

Cecelia Morton

RESUME

Cecelia Morton

Cecelia T. Morton
1240 46th Street S.E.
Washington, D.C. 20019
(202) 575-2571 off

Date of Birth: 8-13-49

No. of Dependents: 1

Marital Status: Married

Employment Record

April 1972 - Present

Rural Housing Alliance, 1346 Connecticut Ave. N. W. Washington, D. C. 20036 (202) 659-1680
Immediate Supervisor: David Raphael [redacted]
Title: Assistant Director

Position: Secretary
Reason for Leaving: Need new Challenges

Job Description:

Responsible for assisting Director in carrying out duties pertaining to fund-raising activities and special projects. Interviewing applicants for various secretarial positions. Responsible for review of items published in Federal Register. Prepare summaries of all rules and notices of regulations pertaining to rural issues. Responsible for maintenance of library, publications, and materials, periodic review of system of coding and filing. (Volume approximately 4,000 items)

Also served as Membership and Subscription Secretary which duties included: processing applications for members, day-to-day contact with mailing houses. Maintaining supply of materials for publications. Assisting with the organization of new publications, layout work.

At one time served as Information Director/ Research Secretary, some duties included: preparation and layout work for the monthly newsletter (RHA Reporter) for printers, making travel arrangements, coordinating all local and national newsclippings dealing with housing issues, responding to members inquiries. Typing press releases, speeches, statements, and other correspondence.

(more)

Employment Record (Cont'd)

September 1969 - April 1972

Riggs National Bank, 1510 H Street N.W., Washington, D. C. 20005 (202) 624-2630
Immediate Supervisor: Linda Porter

Position: Clerk-Typist
Reason for Leaving: Need for sufficient salary; better opportunities for advancement

Job Description:

Transferring stocks and bonds, light bookkeeping, correcting computer print-out sheets and balancing companies records, answering phones, various mailing jobs.

Part-time high school - September 1969

Chemical Bank, 277 Park Avenue, New York, New York
Immediate Supervisor: Ken Barrington
Title: Trust Officer

Position: Clerk-Typist
Reason for Leaving: Left city to move to Wash., D.C.

Job Description:

Crediting checking accounts, issuing series E savings bonds, ordering check-books, typing loan contracts, receptionist duties, general office work.

Education

Charles Evans Hughes High School, West 18th Street, New York, New York, graduated June 1967.

Armstrong Adult Education Night School, 1st & P Streets N.W. Washington D. C. Received certificate 1971 in keypunching.

References

Mr. David Raphael, Asst. Director, Rural Housing Alliance, 1346 Connecticut Avenue N.W, Washington, D. C. 20036 (202) 659-1680

Ms. Mary Lansing, Admin. Ass't to Rep. John Burton, 1714 Longworth Bldg., Washington, D. C. (202) 225-5161

Mrs. Claire Earle, 9562 Landbreeze Row, Columbia, Md. (301) 596-6753

MEMO from Cecilia Morton

MAY 9 1977

To Mr. Hutton Date 5-6-77 Time

Hello,
I really appreciate you taking time with me Today. Enclosed is the verification. I hope to hear from you soon.

C.M.

11 AM
WED 5/11

☐ Reply ☐ Initial and return ☐ See me

Congress of the United States

JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

MAY 9 1977

Date 5/6/77

Listed below is the result of a test administered by the Placement Office to Cecelia Morton on Friday, May 6, 1977, 1977.

Typing:

76 wpm on a 5-minute test

(81 wpm with 5 errors)

Anne Wilander
Placement Officer

Starting June 1, 1977